

EMERGENCY SERVICES DIVISION PROCEDURE BROOKHAVEN NATIONAL LABORATORY	Procedure No. EP-SOP-7.2A Revision No. 0
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Approved By: F. Marotta	Date: 2/6/04

CRISIS MANAGER PROTECTIVE ACTIONS CHECKLIST

- 1.) _____ An Operational Emergency has been declared: (circle one):

Operational Emergency or Alert or Site Area Emergency
- 2.) _____ Direct the Police Group or TOC Commander to assemble personnel (BNL, guests, visitors) and notify them of the emergency by activating the Site Sirens.

CONTINUOUS MODE
(Assemble, Shelter-In Place
Or Selective Evacuation by Zone)

OR

INTERMITTENT MODE
(Immediate Evacuation of the Site)
- 3.) _____ Direct the Police Group or TOC Commander to notify all personnel (all zones) of the Operational Emergency via the Plectron System.
- 4.) _____ Determine protective action requirements with assistance from the Technical Specialists.
 - a. **Shelter-in-Place:** **SELECTIVE:** _____ **OR GENERAL**

(zone numbers)
 - b. **Evacuation:** **SELECTIVE:** _____ **OR GENERAL**

(zone numbers)
- 5.) _____ Direct the Police Group or TOC Commander to notify affected personnel of any protective action recommendations via additional Plectron announcements.
- 6.) _____ When an Evacuation is ordered:
 - a. Ensure Evacuation order and Plectron announcements include recommended routes and gates or areas to avoid.
 - b. Ensure the Police Group has opened the specified gates and is providing traffic control.
 - c. Ensure transportation for the transit-dependent population as required (including the apartment area).
 - d. Ensure that all nursery school, red schoolhouse and daycare center children have been picked up.

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- e. Request status updates on the progress of the evacuation from the TOC Commander.

Note: BNL has a contract with Laidlaw Transit Inc. (631) 744-2204, to provide up to ten buses within 15 minutes.

- 7.) _____ While personnel are stationed in their Assembly Areas, make periodic Plectron announcements to keep them apprised of the emergency situation.
- 8.) _____ When the need to Shelter has passed, direct the Police Group to activate the Plectron System notifying assembled personnel to evacuate or return to regular work/residential locations as appropriate.
- 9.) _____ When a selective evacuation is complete, direct the Police Group to activate the Plectron System notifying the remaining assembled personnel to return to shelter-in-place, evacuate or return to regular work/residential locations, as appropriate.